

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Scheduling and Advance Intern  
**Divisions:** Scheduling and Advance  
**Domicile:** Chicago and Springfield

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

**Supervision:**

Reports to the Director of Scheduling

**Supervisory Responsibilities:**

N/A

**Duties and Responsibilities:**

- Research census data and demographics of neighborhoods and communities statewide
- Assist in researching and organizing outreach events
- Assist with creation of specialized communication and correspondence activities
- Conducts research and prepares reports
- Assist with daily office activities as assigned
- Performs clerical functions; including but not limited to filing and letter preparation
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Specific Skills:**

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Scheduling and Advance Intern Learning Objectives**

**Upon completion of this internship, you will have learned:**

- Best practices in handling an elected official's schedule
- How to research various stakeholder events throughout the state
- The importance of building relationships in diverse communities throughout the state in order to market and promote Office of the Treasurer programs